



Committed to Providing Exceptional Customer Service

OSIP Online Services Guide

Self Insured Group (SIG)

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E-Mail OSIP@dir.ca.gov | Website <http://www.dir.ca.gov/osip/>

What is OSIP Online Services?

OSIP Online Services is where self-insured participants log-in to submit a growing list of items. Self Insured groups will file Annual Reports, select or change actuaries (one must be chosen in order to file the Actuarial Summary and Study), and file Financial Statements. Available soon will be the ability to submit Core Member financial data.

Only one person at a time per company may have log-in credentials to perform these actions and receive notices and e-mail confirmations.

Annual Reports are due by March 1st and Actuarial Summaries and Studies are due by May 1st of each year. Please keep this in mind, as OSIP does not send out reminders. Please see the [Regulations](#) on the Administration of Self Insurance Plans.

The screenshot shows the CA.GOV website with the following elements:

- Header:** CA.GOV logo, navigation links (Home, Labor Law, Cal/OSHA - Safety & Health, Workers' Comp, Self Insurance, Apprenticeship, Director's Office, Boards), and a search bar.
- Section:** Office of Self Insurance Plans (OSIP)
- Text:** The Office of Self Insurance Plans (OSIP) is a program within the director's office of the Department of Industrial Relations (DIR) responsible for the oversight and regulation of workers' compensation self insurance within California. OSIP is also responsible for establishing and insuring that required security deposits are posted by self insurers in amounts sufficient to collateralize against potential defaults by self insured employers and groups.
- Links:** About OSIP, Self Insured Employers, Self Insurance Groups (SIG), Third Party Administrator (TPA), Public Entities and Joint Power Authorities (JPA), Forms, Publications and Reports, Laws & Regulations, Payments - Invoices, Contact OSIP.
- OSIP Online Services:** Click on the OSIP Online button to log in and submit your filing requirement. [Go to OSIP Online >](#)
- Self Insurance by the Numbers - 2013 Annual Report Statistics:**
 - \$177 Billion total self-insured payroll
 - 4 Million CA Workers covered by self-insurance
 - 1 in 4 CA Workers is covered by self-insurance
 - 9,849 CA Employers are active self-insurers
- OSIP - AUDIT UNIT**
- Quick Links:**
 - OSIP Online Services
 - Make a Payment
 - Get information about self insurance and the requirements to self insure
 - Apply to take the Self Insurance Administrator's examination
 - Determine if an employer is self insured
 - Determine if a person is a self insured administrator
- Related Links:**
 - Self-Insurers' Security Fund
 - California Self Insurers' Association
 - Self Insurance Institute of America
 - California WC & Risk Conference
- About OSIP:**
 - About Us
 - Contact
 - OSIP site map
- OSIP Home**

Log-In to OSIP Online

Existing users log-in at <https://efiling.dir.ca.gov/OSIPO/> by entering your User ID and Password.

If you are trying to access the Annual Report log-in screen, either click on “direct access to Annual Report” or log-in to OSIP Online and be redirected to the existing Annual Report log-in screen.

If you forgot your User ID & Password refer to the area highlighted in red underneath the "Login" button.

Please e-mail OSIP@dir.ca.gov if this is the first year you are e-filing anything for your SIG.

Internet Explorer (8 or higher), Chrome, Firefox, or Safari will allow full functionality of OSIP Online. Internet Explorer is the optimal browser for the Annual Report.

State of California
Department of Industrial Relations

Press Room | Contact DIR | CA.gov

Home | Labor Law | Cal/OSHA - Safety & Health | Workers' Comp | Self Insurance | Apprenticeship | Director's Office | Boards

Welcome to OSIP Online Services Exit

Thank you for visiting OSIP Online Services, the Office of Self Insurance Plans online tool. OSIP Online allows Self Insured Employers, Actuaries, Third Party Administrators and Group Administrators to file and submit their required documents online.

First time users, please email OSIP@dir.ca.gov to receive a login user ID and password, or call OSIP at (916) 464-7000.

For Annual Report users, you can optionally click this link for [direct access to Annual Report](#)

OSIP Online system requirements are: Internet Explorer (10 or higher), Chrome, and Firefox

[Self-insurance Regulations](#)

[FAQs or online assistance instructions link](#)

User ID

Password

Login

Forgotten your Password? For the Annual Report, click [here](#) For all others, email OSIP@dir.ca.gov

Annual Due Dates

	Private Employers	Self Insured Groups	Public Employers/ Joint Power Authorities
Annual Report	March 1 st	March 1 st	October 1 st
Actuarial Summary & Study	May 1 st	April 15 th	-
Financial Statement	Annually	March 1 st * / July 1 st	-
Core Member Financials	-	Annually	-

* Unaudited

OSIP Online Main Menu

The **Annual Report** button will bring you to the same annual report log-in screen used in previous years. The report is due by March 1st each year.

The **Financial Statement** button will take you to the Financial Statement form where you can submit an Un-audited (due annually by March 1st), or an Audited (due annually by July 1st) Financial Statement

The **Select/Change My Actuary** button will allow you to select an actuary who has registered with OSIP. The Actuarial Summary and Study are due April 15th each year and can only be submitted after an actuary is selected.

Self-Insurance Group (SIG) Menu Logout

I want to complete/file/submit:

Annual Report	An annual report covering the preceding calendar year's events must be filed by you and your third party administrator (TPA) by March 1st. Former certificate holders must file a report as long as there are still claims open from the period of self-insurance. If your certificate has been revoked for three full years, please do not report the number of employees or wages. Please use Internet Explorer to access this site for full functionality. Questions or technical problems, Please contact (916) 464-7000.
Financial Statement	Annually submit a current, certified, independently audited and unaudited financial statement complete with all notes and schedules.
Core Member Identification	Coming soon... Temporarily email at OSIP@dir.ca.gov or US Mail at OSIP, 11050 Olson Drive, Suite 230, Rancho Cordova, CA 95670.
Select/Change My Actuary	Select or change an actuary from the approved list. Once selected, the actuary will be able to submit the Actuarial Summary and Study.

Filing a SIG Financial Statement

1) Check the instructions area to see a brief description of the filing requirements.

2) Please Confirm the Group name, certificate and year being filed.

3) Select Un-audited or Audited. Un-audited submissions are due annually by March 1st, Audited are due by July 1st.

4) Please complete the form in rounded U.S. dollars.

5) Upload your supporting pdf file document. Please note only one file can be attached, a maximum file size of 15mb.

6) check the "I certify..." box confirmation to proceed. The **Print** button will only print the form itself, not the attachment.

The **Submit** button will send the information from the form and your attachment to OSIP. You will then see a confirmation screen, as well as receive a confirmation email with a copy of the completed form and your file.

The **Cancel** button will take you back to the Actuary Menu page.

The screenshot shows the 'Filing SIG Financial Statement' web interface. It includes a 'Logout' button in the top right. A red box highlights the 'Instruction' section, which contains four bullet points about completing the form, including requirements for GAAP and annual submission by March 1. A green box highlights the 'SIG Financial Statement' header, the 'Self Insurer Group' dropdown, the 'Cert #' field, and the 'Financial Statement for Program Year Ending 2014' text. A purple box highlights the 'Un-audited Report' and 'Audited Report' radio buttons. An orange box highlights the 'BALANCE SHEETS' and 'INCOME STATEMENT' sections, which contain various input fields for assets, liabilities, revenue, and expenses. A blue box highlights the 'Upload File' button. A black box highlights the 'I certify the above statements to be true and correct.' checkbox and the 'Print', 'Submit', and 'Cancel' buttons at the bottom.

Filing SIG Financial Statement Logout

Instruction

- Please complete the * items below. If these fields are not complete, you will not be able to submit your data.
- Make sure your financial statement that you attach includes exhibits indicating specific amounts collected as group member contributions and earned from investments, as well as specific amounts for the year reported for the fields listed below.
- Your financial statement must be a certified, independently audited financial statement complete with all notes and schedules and be prepared according to Generally Accepted Auditing Principles (GAAP) and submitted by July 1 following the end of the program year.
- You are required to submit annually the group's un-audited financial statement by March 1.

SIG Financial Statement

Self Insurer Group Cert #

☐ Un-audited Report ☒ Audited Report Financial Statement for Program Year Ending 2014

BALANCE SHEETS

ASSETS

Cash & Cash Equivalents: *
Investments: *
Contribution Receivable: *
All Other Assets: *
Total Assets: NaN

LIABILITIES

Estimated Unpaid Claims: *
All Other Liabilities: *
Total Liabilities: NaN
Member Surplus (Deficit): NaN
Total Liabilities and Member Surplus/Deficit: NaN

INCOME STATEMENT

REVENUE

Contributions: *
All Other Income: *
Total Income: NaN

EXPENSES

Group Administrator Fees: *
Broker/Marketing Fees: *
TPA Fees: *
Excess Insurance: *
Prem. for Errors/Orni cover.: *
Deposit Related Costs: *
Actuary Fees: *
Accountant Fees: *
Regulatory Costs: *
Taxes: *
Other Expenses: *
Total Expenses: NaN
Net Income/Loss: NaN

Upload File

☐ * I certify the above statements to be true and correct.

Print Submit Cancel

Selecting/Changing Your Actuary

Select or change your actuary so they can file your Actuarial Summary and Study. The summary and study are not required if the most recently filed Annual Report had either 10 or less open claims or less than \$1,000,000 of total estimated future liabilities (see line 8 from your annual report).

Your current actuary, if you have one, will be displayed in the **Current Actuary Information** section.

An actuary only needs to be selected in the **Actuary Information** section if the section above has **N/A**, or if a different actuary will be conducting the study this year. If you cannot find your actuary, they may have to register with OSIP by e-mailing OSIP@dir.ca.gov.

Print a copy for you records, then click **Submit**. You, the new actuary, and the former actuary will receive e-mail confirmations of the change. You will also receive an e-mail confirmation with a PDF copy of the study after it is filed by your actuary.

Selecting/Changing Actuary

Logout

Instructions:

- Private and group self insurers are not required to file an actuarial study or actuarial summary in years when their current year filed Self Insurer's Annual Report reports either: (A) 10 or fewer open claims, or (B) less than \$1,000,000 of total estimated future liabilities.
- The top section displays your current Actuary, or "NONE" (or "NA") if OSIP does not have one for you on record.
- The bottom section is where you select your new, or change your current Actuary, or "NONE" if you will not have one for the foreseeable future. **Please note** you must have an Actuary selected in order to submit an Actuarial Summary and Study.
- Question or comments, please email OSIP@dir.ca.gov, or call (916) 464-7000.

Select Actuary

Cert #

Self Insurer

Current Actuary Information

Current Actuary

Actuary Firm

N/A

N/A

Actuary Title:

Designation(s):

Actuary Phone:

Actuary Email:

N/A

N/A

N/A

N/A

An actuary must be listed above in order for a study and summary to be submitted. Select or change your actuary below or click Cancel if no changes are needed.

Actuary Information

Select / Change Actuary:

Select / Change Actuary

Actuary Title:

Designation(s):

Actuary Phone:

Actuary Email:

NOTE : If you have 10 or less open indemnity claims or less than \$1 million of total estimated future liability on your current annual report, you are not required to submit an actuarial summary or study.

Print

Submit

Cancel

3/9/2015

OSIP Online Services SIG Guide

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Annual Report

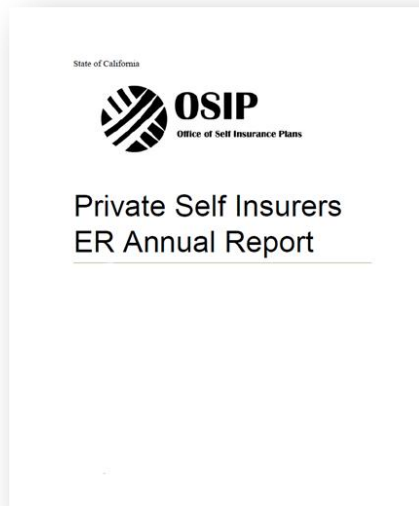
All self insured groups are required to file an Annual Report.

Formerly Self Insured/Revoked Groups:

Continue to file Annual Reports until a final report has been submitted showing all claims have been closed and there are no remaining claims with the expectation of future liabilities. After the first full three calendar years of being revoked, please enter zero employees and wages.

Overall Process:

1. Log-in at <https://apps.dir.ca.gov/OSIP/>, click **Create Annual Report**, begin filling out the report, click **Save & Close**.
2. Let your TPA(s) know you have created the report so they can fill out their portion.
3. When they are finished you will see a checkmark by their name(s) on the first screen of your report. When all portions are complete you can submit them to OSIP by clicking **Submit**.
4. You will receive a confirmation e-mail along with a PDF copy of the report, including the TPA's portion.



Annual Report Log-In

Log-in with the same Username and Password used last year/used to log into OSIP Online. Your User ID is your four digit certificate number (please remember to add leading zeroes if your certificate number is less than four digits).

Select **Employer**, then click **Sign In**.

If you are self administered and need to fill out the Liabilities by Reporting Location portion, enter the same Username and Password, but select **TPA**.

Please call (916) 464-7000 or e-mail OSIP@dir.ca.gov if this is the first year you are filing for your group so the password and e-mail address that will receive submission confirmations with PDF copies can be reset.

If you forgot your password, click **Forgot Password** and answer your security question to receive a temporary password and special link at the e-mail address entered when the password was created.

The screenshot displays the OSIP (Office of Self Insurance Plans) website. The header includes the CA.GOV logo, the State of California Department of Industrial Relations, and navigation links like Home, Labor Law, Workplace Safety, Workers' Comp, Self Insurance, Apprenticeship, Director's Office, and Boards. A search bar is also present. The main content area features a 'Welcome' message and a 'Sign In' box on the right. The 'Sign In' box contains fields for Username and Password, radio buttons for 'Employer' (selected) and 'TPA', a 'Remember me on this computer' checkbox, and buttons for 'Sign In', 'Forgot Password', and 'First Time User'. The footer contains various links such as Home, About DIR, Contact DIR, Site Map, Conditions of Use, Disability accommodation, Disclaimer, Archives, Privacy Policy, Help, Public Records Act, and Frequently Asked Questions.

Annual Report - Create a New Report

Click **Create Annual Report** to open a report for the preceding calendar year; for yourself and your TPA(s).

If you do not wish to fill out the report yet, click **Save & Close** at the bottom of the page. You can also begin filling it out and click **Save & Next** to continue through the three pages and eventually click **Save & Close**.

Let your TPA(s) know they can begin filling out the report you opened and saved.

State of California
Department of Industrial Relations

CA.gov | Contact DIR | Press Room

Go to Search

Home | Labor Law | Workplace Safety | Workers' Comp | Self Insurance | Apprenticeship | Director's Office | Boards

Office of Self Insurance Plans (OSIP)

Welcome - [Name] :

Annual Reports **EMPLOYER**

Create Annual Report

ID	Year	Type	Status	Function
1	2013	Annual	Submitted	Amend
2	2012	Annual	Submitted	Submitted

Function & Status Features From The Employer Menu Screen Are:

- **EDIT** - Under the Function Category this means that you will be able to Edit your Annual Report.
- **AMEND** - You can Amend your prior year's annual report for any discrepancies found. You will not be able to amend reports beyond the prior year.
- **SUBMITTED** - Your annual report has been submitted (once submitted the annual report cannot be modified).

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To Whom Should Correspondence Be Addressed For Security Deposit and Financial Matters?

First Name: * MI: Last: * Position/Title:

Email Address: Company Name: *

Phone: * Fax:

Address 1: *

City: * State: * ZIP: *

Corporate Web Address:

Save & Close Save & Next

Annual Report – Edit, Amend, or Logout

After saving the report you will be brought back to the Welcome screen listing the report year, type of report, submission status, and options to edit or amend this years' or last years' reports.

Click on **Edit** to continue working on your report. Once a report is **Submitted** it cannot be modified and an amended report will have to be filed by clicking on **Amend** to make changes. After opening and saving an amended report, you and your TPA(s) will need to fill out the entire report again.

Logout by clicking on **Options**, then on **Logout**.

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Go to Search

Home | Labor Law | Workplace Safety | Workers' Comp | Self Insurance | Apprenticeship | Director's Office | Boards

Office of Self Insurance Plans (OSIP)

Welcome - [Redacted]

Annual Reports EMPLOYER

ID	Year	Type	Status	Function
1	2014	Annual	Saved	Edit
2	2013	Annual	Submitted	Amend
3	2012	Annual	Submitted	

Function & Status Features From The Employer Menu Screen Are:

- **EDIT** - Under the Function Category this means that you will be able to Edit your Annual Report.
- **AMEND** - You can Amend your prior year's annual report for any discrepancies found. You will not be able to amend reports beyond the prior year.
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Annual Report – Page 1

The top section is pre-populated, please review the information for correctness.

The TPA listed would be incorrect if a *Report of Transfer of Records* was not filed by your prior TPA, which is required on the date of transfer. Also, you and your prior TPA should file an Interim Annual Report within 30 calendar days of the transfer.

If you click on **Add Subsidiary** all of the affiliates and/or subsidiaries entered will be pre-populated on your next report or you may click on **Attach File** if you prefer to attach a PDF (include each of their states of incorporation and subsidiary/affiliate certificate numbers).

 **Private Self Insurer's Annual Report**

Annual Report

Page 2

Page3

General Information
* = Required Information

TPA

Completed

Admsure, Inc. -
Diamond Bar - ☐

Certificate #:

Period of Report:

Full Year

Period: *

01/01/2014

To: *

12/31/2014

Master Certificate Holder:

Name:

Address 1:

Address 2:

City:


State:

ZIP:

State of Incorporation:

FTIN:

List the names of ALL separate, but affiliated or subsidiary companies covered by this certificate.
(Do not include DBA's or operating divisions):
[Add Subsidiary](#)

Attach a PDF document for affiliated or subsidiary companies.  [Attach File](#)

Annual Report – Page 1 Continued

Number of Employees and Total wages and salaries paid:

- Enter what's reported to the Employment Development Department (EDD) on the *DE-6 Quarterly Report* or other similar EDD form used to report employment and wages for that calendar year.
- A part-time employee counts as one employee, two part-time employees do not count as one employee.
- Enter "0" if this certificate has been revoked for three full calendar years.

The correspondence person entered for security deposit and financial matters will be automatically entered into OSIP's system. Please verify the information is correct then click **Save & Next**.

During the reporting period of this report, has there been any of the following with respect to the Master Certificate Holder or any subsidiary?

(a) Reincorporating	<input type="radio"/> Yes	<input checked="" type="radio"/> No
(b) Merger	<input type="radio"/> Yes	<input checked="" type="radio"/> No
(c) Change in Identity	<input type="radio"/> Yes	<input checked="" type="radio"/> No
(d) Any addition to Self Insurance Program	<input type="radio"/> Yes	<input checked="" type="radio"/> No

If yes, explain: *

Employment and wages paid in current calendar year (If your certificate has been revoked for more than 3 calendar years then indicate zeroes for both.)

Number of Employees: *

Total wages and salaries paid: * \$

To Whom Should Correspondence Be Addressed For Security Deposit and Financial Matters?

First Name: * MI: Last: * Position/Title:

Email Address: * Company Name: *

Phone: * Fax:

Address 1: *

City: * State: * ZIP: *

Corporate Web Address:

Save & Close

Save & Next

Annual Report – Page 2


Record Storage

Choose “Yes” if any records are stored at a location other than with your current TPA and enter it on the window that will pop-up.

Insurance Coverage

Add any standard, specific excess or aggregate (stop loss) workers’ compensation polices for the current reporting period. Choosing “Yes” will pop-up new windows to enter details.

Click **Save & Next** to continue.

 **Private Self Insurer's Annual Report**

Annual Report > **Page 2** > Page 3

Record Storage

1) Are Claim records stored at any location other than with the current administrator? ☐ Yes ☒ No

[Add Agency](#)

Insurance Coverage

1) Are any of your workers' compensation liabilities in California during the reporting period covered by a standard workers' compensation Insurance policy? ☐ Yes ☒ No

[Add Insurance](#)




2) Are any of your workers' compensation liabilities in California during the reporting period covered by a specific excess workers' compensations insurance policy? ☒ Yes ☐ No

Action	Insurance Company	Policy Number	Policy Issue Date	Retention Limit
Edit Delete				

[Add Insurance](#)

3) Do you carry an aggregate (stop loss) workers' compensation insurance policy? ☐ Yes ☒ No

[Add Insurance](#)

 Back  Save & Close  Save & Next

Annual Report - Page 3

The Company Officer authorized on the Board Resolution must complete the section certifying the report is true, correct, and complete.

Review the report for accuracy. Once submitted, the report cannot be modified and a new/amended report will have to be filed by you and your TPA(s) to make any changes.

Click **Submit** when your report is finished (you will not be able to if the TPA has not clicked **Transmit** on their portion).

A pop-up window will give you the option to **Print and Submit** the report or to **Cancel** the submission, allowing further editing. The e-mail address entered when you chose your password will be sent a confirmation of the submission with a PDF copy of the report, including the TPA's portion.

Private Self Insurer's Annual Report

Annual Report > Page 2 > Page 3

If you are participating in the Alternative Security Program (ASP), you will be assessed by the Self Insurers' Security Fund (SISF) an amount to cover all or a portion of your deposit requirement. If you are not fully participating in the ASP, you will be notified by the Office of Self Insurance Plans (OSIP) of your deposit requirements with OSIP. If you have not received an assessment from SISF by June 30th, please contact SISF at (925) 627-1300.

Note: Labor Code Section 3701(a) requires every private, self-insuring employer to secure incurred liabilities for the payment of compensation by renewing or making a new deposit of security within 60 days of filing of this annual report, but in no event later than May 1 of each year. Civil penalties of up to \$5,000 for ever 30 days or portion thereof that there is a failure to post deposit may be assessed by the Director of Industrial Relations pursuant to Labor Code Section 3702.9 for failure to post required deposit when due.

Certification by Company Officer

Name of Company Officer: *

Name of Company: *

Street Address: *

City: * State: * Zip: *

Phone: *

Signature of Company Officer (Type your Full Name): * Date & Time: *

Name of person legally responsible for this Electronic Signature



Amending the Annual Report

You and each of your TPAs must fill out an amended report to correct information on the original submission.

Follow the same process to file an amended report:

1. Log-in at <https://apps.dir.ca.gov/OSIP/>, click **Amend**, begin filling out the report, click **Save & Close**.
2. Let your TPA(s) know you have created the report so they can fill out their portion.
3. When they are finished you will see a checkmark by their name(s) on the first screen of your report. When all portions are complete you can submit them to OSIP by clicking **Submit**.
4. You will receive a confirmation e-mail along with a PDF copy of the report, including the TPA's portion.

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Office of Self Insurance Plans (OSIP) Options

Welcome - [Redacted]

Annual Reports EMPLOYER

ID	Year	Type	Status	Function
1	2014	Annual	Submitted	Amend
2	2013	Annual	Submitted	Amend
3	2012	Annual	Submitted	

Function & Status Features From The Employer Menu Screen Are:

- **EDIT** - Under the Function Category this means that you will be able to Edit your Annual Report.
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Interim Annual Reports

An Interim Annual Report is required within 30 calendar days of changing TPAs. The prior TPA(s) will also need to file a *Report of Transfer of Records* to OSIP on the date of transfer.

If the TPA is completing separate adjusting location reports for claims handled at the same location, please call OSIP at (916) 464-7000 to obtain a substitute location number. Separate location pages count as separate adjusting locations in calculating the employer's annual license fee. Self insured employers that have separate substitute locations do not use the same location alpha character for the second or third substitute locations.

The Interim Annual Report must be completed by you and your prior TPA(s). Follow these steps:

- 1. The TPA will create the report by clicking **Create Interim Report**.
- 2. They will complete their portion and advise you that you can log-in to complete your portion and **Submit** the entire report.

TPA Welcome Screen

Create Interim Report

ID	From Date	To Date	Type	Status	Function
1	01/01/2013	12/31/2013	Annual	SUBMITTED	
2	01/01/2012	12/31/2012	Annual	SUBMITTED	

Employer Welcome Screen

ID	Year	Type	Status	Function
1	2014	Interim	Saved	New
2	2013	Annual	Submitted	Amend
3	2013	Interim	Saved	Edit
4	2012	Annual	Submitted	Amend